

20 April 1978

MEMORANDUM FOR THE RECORD

FROM: Acting Chief  
Records Review Branch, Silver Team

SUBJECT: Guidance to the [REDACTED] Group for Review  
of the Donovan Papers

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1. One problem which has arisen in reviewing the Donovan Papers is that they contain copies of many R&A studies which were previously declassified by the Department of State and accessioned to NARS. On 7 July 1950 State accessioned 600 R&A studies and in May 1971 another 2,400 of these studies to NARS. Because all were declassified by State, the question arises what action we should take with these documents when copies are found in the Donovan Papers. We can identify any of the first group of 600 studies from a listing furnished us by NARS but can identify the remaining 2,400 only generally by five criteria furnished us by NARS.

2. Although the R&A function and personnel of OSS was transferred to State on 1 October 1945 and these studies were written under the auspices of the Department of State, we have an obligation as the successor organization to OSS to protect U.S. intelligence service equities. We take the actions necessary to do this under the Director's statutory authority to protect intelligence sources and methods.


3. The following are guidelines to be used by the [REDACTED] group on the R&A studies which are listed or meet the five criteria identifying them as falling within the R&A studies previously declassified and accessioned to NARS as indicated above:

a. Exempt from declassification only those documents:


(1) Where identifiable and specific intelligence sources and methods are disclosed.

(2) Where the information content is sensitive

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4. We will not exempt documents because they contain information attributable to the U.S. military services or other U.S. Government agency. When the review of the Donovan Papers is completed, we will make copies of each worksheet which contains a reference to exempted documents falling within the 3,000 documents declassified by State which are cited above, and send these worksheets to NARS with the request that they locate the documents and arrange to withhold them from the public.

5. A second problem concerning the Donovan Papers is that we have been asked to identify and to segregate General Donovan's personal papers from official OSS records. After discussion, we believe that the Donovan Papers can be broken down into three categories: (a) Official, (b) Personal, and (c) Official/Personal or those borderline documents which can be considered as either official or personal.  will get us a definition of "Personal Records" as set forth in the Code of Federal Regulations.) It was decided that as the boxes of records are reviewed the segregation of them will be done as follows:

STATINTL

- a. All official documents whether exempted or declassified will be kept together in the original box with all exempted documents identified on the Worksheet accompanying the box.
- b. Personal documents which are to be declassified will be removed from each box of records as received, appropriately tagged to indicate they are "personal" and to show which box they were taken from, and then enveloped or otherwise bound and placed in a separate box. Additional groups of these personal documents removed from the original boxes can be placed into this separate box until it is full.
- c. Official/personal documents which are to be declassified will be removed from each box of records as received, appropriately tagged to indicate they are "official/personal" and to show which box they were taken from, and then enveloped or otherwise bound and placed in a

third, separate box. Additional groups of these official/personal documents removed from the original boxes can be placed into this separate box until it is full. A copy of an official/personal document which is declassified can later be made for the official file.

6. From this segregation procedure we will end up with the Donovan Papers segregated into three groups of boxes. One group, probably the majority of boxes, will contain all official records including personal and official/personal records which are being exempted. Another group of boxes will contain the declassifiable or unclassified personal records, and a third group will contain the declassifiable or unclassified official/personal records. Each box should be marked to identify its contents as either "Official", "Personal", or "Official/Personal".



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